

Schedule 98-5

**LEGISLATIVE
COUNCIL**

CLERK OF THE LEGISLATURE

September 29, 2014

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

98-5

AGENCY, BOARD OR COMMISSION

LEGISLATIVE COUNCIL

DIVISION, BUREAU OR OTHER UNIT

CLERK OF THE LEGISLATURE

Supersedes Edition of December 15, 2005

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

DATE

[Signature]
Clerk of the Legislature

7-23-14

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

DATE

Dayna Koutong

9/24/2014

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE

DATE

Dean Harp

9/25/14

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

DATE

Jim A. Lee

9/29/14

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the 2nd to the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

**SCHEDULE 98-5
LEGISLATIVE COUNCIL
CLERK OF THE LEGISLATURE
September 29, 2014**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of December 15, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
98-5-1	AUDIO VISUAL PRESENTATIONS	Slide shows and video tapes about the legislature.	Superseded or obsolete, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
98-5-2	DISASTER RECOVERY	In the event of a disaster, all records stored on Legislative Council (LC) servers are backed up nightly from the Capitol to the 501 building as well as replicated to the Joyent's east coast data center which is located in northern Virginia. Email service is provided by Google under their SLA (service level agreement).	Superseded (Replicated)	
98-5-3	FISCAL NOTES	Each fiscal note is an estimate of each introduced bill's impact on state or local revenues and expenditures. File includes original fiscal note and subsequent amendments.	ORIGINAL RECORD: PRIOR TO 2008: Microfilm and destroy after end of 60 day session SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent PAPER RECORD (2009 TO 2012): Scan to Legislative Council server and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION, item 124-013 ELECTRONIC RECORD: Permanent	After 2013, all records are electronic
98-5-4	HEARING ROOM REQUESTS	File contains requests for use of legislative space and a calendar showing approved use.	2 years	
98-5-5	HEARING SCHEDULE	Weekly schedule of public hearings scheduled during the legislative session and interim.	5 years	
98-5-6	IDENTIFICATION BADGES	Documentation of issuance of identification badges for legislative employees.	1 year after termination of employment	
98-5-7	INTERIM STUDY PLANS	Plans developed by legislative committee to prioritize work on interim study resolutions.	5 years	
98-5-8	LEGISLATIVE BILL BOOKS	Bound books containing all bills as introduced with adopted amendments, committee statements and/or fiscal notes attached. Additional books contain all final reading bills.	50 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
98-5-9	LEGISLATIVE BILLS	Including introduced copy, amendments, final readings, and slip law.	PRIOR TO 2008: ORIGINAL RECORD: Microfilmed after 60 day session and transferred to State Archives SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent AFTER 2008: ORIGINAL REQUISITION COPY: Dispose of after end of the legislative session in the even year ENGROSSED COPY: Print and send to Governor's Office ELECTRONIC RECORD: Permanent	Bills have been electronic since 1999
98-5-10	LEGISLATIVE COMMITTEE RECORDS	Notes, exhibits, and any other committee records pertaining to a legislative bill or resolution.	PRIOR TO 2008: ORIGINAL RECORD: Microfilm and destroy after image verification and agency approval SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent PAPER RECORD (AFTER 2008): Scan to Legislative Council server and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION, item 124-013 ELECTRONIC RECORD: Permanent	
98-5-11	LEGISLATIVE JOURNAL BACKUP MATERIALS	Backup material for publishing the Legislative Journal. Includes all votes taken, all motions, messages from the Governor, and any other resolution, petition, memorial, or paper presented to the legislature for consideration.	PRIOR TO 2008: ORIGINAL RECORD: Microfilm; 2 years SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent PAPER RECORDS (AFTER 2008): Scan to Legislative Council server and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION, item 124-013 ELECTRONIC RECORD: Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
98-5-12	LEGISLATIVE TRANSCRIPTS	Verbatim discussion of all legislative floor debate, committee and interim hearings/meetings.	PRIOR TO 2008: PAPER RECORD: Microfilm and destroy at end of legislative session SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent AFTER 2008: ELECTRONIC RECORD: Permanent	
98-5-14	LEGISLATIVE WORKSHEET, INTRODUCED LEGISLATION AND SUMMARY SHEET	Lists indicating the status of all bills/resolutions, summary of introduced bills and summary sheet of the legislative day.	PRINTED COPY: 5 years ELECTRONIC RECORD: Permanent	Electronic record is available via the Legislative Calendar website
98-5-15	LOBBYIST FILES AND REGISTRATION REPORTS	Files kept on each registered lobbyist or principal, including reports of lobbyists, principals and addresses. Yearly reports of receipts and expenditures and statement of activity listing position taken by lobbyist by legislative bill number.	PRIOR TO 2008: ORIGINAL RECORD: Microfilm and destroy after 60 day session SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent AFTER 2008: PAPER RECORD: Scan to Legislative Council server and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION, item 124-013 ELECTRONIC RECORD: Permanent	•Neb. Rev. Stat. §49-1489 •After 2015, all records will be electronic
98-5-16	NEWSPAPER CLIPPING FILE	Reference file of newspaper clippings pertaining to legislative issues.	2 years	
98-5-17	ONE - LINER LIST, SUMMARY OF INTRODUCED BILLS	A list of bills and resolutions together with a brief, one-line description.	5 years	
98-5-18	PRINTED BILLS AND RESOLUTIONS	A copy of any bill or resolution introduced during a legislative session that would not be captured in any other file. This might include bills or resolutions introduced that did not have a public hearing or bills and resolutions that fail on Final Reading or are vetoed by the Governor.	SECURITY MICROFILM: Transferred to the State Archives MICROFILM WORK COPY: Permanent	Obsolete 1999
98-5-19	PRIORITY BILL LISTS	A list of bills and resolutions that have been chosen to have priority status and are generally considered ahead of other bills in debate.	5 years	
98-5-20	REQUESTS FOR ACCOMODATIONS	File contains requests for interpreters and documents in an alternate format.	2 years	Americans with Disabilities Act

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
98-5-21	STATE AGENCY REPORTS	Biennial reports issued by state agencies covering the agency's activity during the past biennium.	3 years	<ul style="list-style-type: none"> •Neb. Rev. Stat. §50-114.03 (Requires electronic submitting of reports) •Neb. Rev. Stat. §50-114-04
98-5-4-1	LEGISLATIVE PRINTED DOCUMENTS	8 copies of every bill, resolution, amendment, journal, and slip law printed for each session of the legislature.	Immediate disposal	Obsolete 1999
98-5-5-2	GIS MAPS	Maps generated as part of the redistricting process.		<ul style="list-style-type: none"> •Neb. Rev. Stat. §50-1153 •Transferred to Nebraska Secretary of State
98-5-5-3	GIS MAPS	Maps generated for general purpose use.		<ul style="list-style-type: none"> •Neb. Rev. Stat. §50-1153 •Transferred to Nebraska Secretary of State
98-5-1-14	STATE HIGHWAY MAPS	Maps showing all roads, highways and connecting links constituted as part of the state highway system received from the Department of Roads.	See NONRECORD MATERIAL, item 124-082	<ul style="list-style-type: none"> •Neb. Rev. Stat. §39-1311 •Maps filed with Legislature Transportation Committee

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter- size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal- size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb